Regular Meeting - Board of Directors Council of Unit Owners Mutual 19B - Condominium of Rossmoor, Inc.

August 29, 2018 Sullivan Room - 1:00 P.M.

AGENDA

- 1. Call to Order (Dunn, Gervais, Goldsborough, Benefiel, Lederman, Mastrorocco, Nadeau)
- 2. Approval of The Agenda
- 3. Unit Owners Open Forum (30 Min.)
- 4. Residents Open Forum (30 Min.)
- 5. General Manager's Report
- 6. Approval of Minutes of July 25, 2018 Meeting
- 7. Treasurer's Report-
 - A) Approval of Invoices (Attachments#1-24)
 - B) Signal Financial; Open Operating Account
 - C) Malvin, Riggins & Company 2018 Audit (Attachments#25-32)
 - D) Money Market and CD rates
- 8. New Business/Action Items-
 - A) ABMs- 15301 Beaverbrook Ct. Unit#3E & 15201 Elkridge Way Unit#1A (Attachments#33-48)
 - B) Însurance Claims- 15300 Beaverbrook Ct. Unit 88-2J 15311 Beaverbrook Ct. Unit 90-3D & (Attachments#49-68)
 - C) McFall & Berry Tree Proposals- T18392-BS & L18356-ME (Attachment#69)
- 9. Unfinished Business -
 - A) M19 Budget Process (Attachments#70-73)
 - B) Proposed projects from the Engineers
 - C) E&R Window Cleaning Proposal (Attachment#74)
 - D) PPD Updates
- 10. Leisure World Board of Directors and Advisory Committee Reports
- 11. Building Representatives
- 12. Adjournment

Next Regular Meeting - September 26, 2018, Sullivan Room, 1:00 p.m.

REGULAR MEETING – BOARD OF DIRECTORS COUNCIL OF UNIT OWNERS MUTUAL 19B – CONDOMINIUM OF ROSSMOOR, INC.

July 25, 2018

Sullivan Room, Administration Building – 1:00 P.M.

Res.#13-#20

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19B – Condominium of Rossmoor, Inc., was held in the Sullivan Room on Wednesday, July 25, 2018 at 1:00 p.m.

Directors Present:

Jack Dunn, President; Richard Lederman, Vice President; Rita Mastrorocco,

Secretary; Regina Goldsborough, Director; John Gervais, Treasurer; Michael

Benefiel, Director; Sigrid Nadeau, Director

Management:

Thomas Snyder, Asst. GM for Fac. & Serv.; Roberta Carter, Mutual Assistant

Visitors:

Charles Middleton, Kristin Doherty, Clayton Lewis, Jane Gervais, Connie Costa, Janet Lazar, Larry Damsky, Laura Rittenberg, Dennis Hawkins, Jude Howard.

Elizabeth Zawislanski

- 1. Call to Order Mr. Dunn called the meeting to order at 1:00 p.m.
- 2. <u>Approval of the Agenda</u> The agenda was approved as amended: Under New Business: add E-M19B Bylaws
- 3. <u>Unit Owners Open Forum-</u> Reports were presented from the unit owners present at the meeting.
- 4. Residents Open Forum- Reports were presented from the residents present at the meeting.
- 5. <u>General Manager's Report</u> The General Manager's Report was presented by Mr. Thomas Snyder. All questions and comments were responded to by Mr. Snyder.
- 6. <u>Approval of Minutes of May 30, 2018</u> The Minutes of the regular meeting held May 30, 2018 were approved as presented.
- 7. <u>Treasurer's Report- Mr. Gervais reported that that the Mutual has a balance of \$150,900 for the beginning of June.</u> There were disbursements of \$104,000 & total receipts of \$121,000, leaving a balance for the end of June of \$168,000.
- A) <u>Payment of Invoices</u>— Upon motion duly made and seconded, the Board approved payment of the following invoices:
 - 1) Montgomery County DHCA, Invoice#INV201916522 (Dated 06/27/18... \$ 1,050.00 Mutual 19B; Registration Fee FY2019

- 3) McFall & Berry Landscaping, Invoice# IN200004 (Dated 05/31/18) \$ 2,200.80 Supply & install 2018 Summer Annuals; removed all fall flowers from the bed(s) and complete tilling installation of flowers. Granular fertilization, re-edging and mulching of the beds, watering of all flowers at installation, deer repellent spray (spraying does not guarantee against deer or other animal damage; McFall & Berry cannot be held responsible for such damage.
- 5) McFall & Berry; Invoice# IN200129 (Dated 06/14/18) \$1,485.00 Bldg.#88-15300 Beaverbrook Ct.; supply & install Sunset Maple trees (2"-2.5" caliper) into areas specified. Supply & install Pink Prunus okame Cherry trees (2"-2.5" caliper) into areas specified.
- 6) McFall & Berry Landscaping, Invoice#IN200533 (Dated 7/19/18) \$ 1,562.50 to remove 1 Junipers from the left side trash room entrance along the sidewalk, then supply & install soil, seed 7 penn mulch at bldg.# 88. Remove 1 Liriope mixed w/grass from along the side @ front left bldg. entrance, grade bed so water can drain near walk, seed & penn mulch at bldg.#88. Remove 2 dead Cherry Laurel from left front corner of the building, then supply & install 2 Green Velvet Boxwoods at bldg.# 88. Remove 1 dead Leyland Cypress tree & stump from right side of the front entrance walkway. Backfill hole as needed, then seed at bldg.#89. Remove 1 declining Kwansan Cherry tree & stump from right side of the front entrance walkway. Backfill hole as needed, then seed at bldg.#89. Supply & install 1 Kwansan Cherry tree at the right side of the front entrance walkway at bldg.# 89

Resolution# 13, 7/25/18

- A) Payment & Reimbursement of Insurance Claims— Upon motion duly made and seconded, the Board approved payment of the following insurance claims:
 - 1) Mutual 19B Board of Directors approved insurance claim payment of \$339.21 to LWMC, Invoice# 4914, Bldg. # 88-2J (Date of Occurrence: 5/11/18) for clogged toilet & overflowed into unit & unit 1J. 2J used A&A and 1J declined A&A clean-up.

Resolution# 14, 7/25/18

2) Mutual 19B Board of Directors seeking reimbursement of payment from unit owner at 15300 Beaverbrook Ct., Building# 88, Unit 2J for insurance claim to A&A, Invoice#4914; (Date of Occurrence: 5/11/18) in the amount of \$339.21 for clogged toilet & overflowed into unit & unit 1J. 2J used A&A and 1J declined A&A clean-up.

Resoultion#15, 7/25/18

3) Mutual 19B Board of Directors approved insurance claim payment of \$1,893.59 to LWMC, Invoice# 1712181, Bldg. # 94-2J (Date of Occurrence: 12/15/17) found a pin hole in refrigerator valve. Water leaked & Pergo floor was buckled.

Resoultion#16, 7/25/18

4) Mutual 19B Board of Directors seeking reimbursement of payment from unit owner at 15211 Elkridge Way., Building# 94, Unit 2J for insurance claim to A&A, Invoice#1712181; (Date of Occurrence: 12/15/17) in the amount of \$1,893.59 found a pin hole in refrigerator valve. Water leaked & Pergo floor was buckled.

Resoultion#17, 7/25/18

8. New Business-

- A. <u>M19B Budget Process</u> After Board discussion, the Board agreed to review and approve as amended of the preliminary budget at the August meeting, and mail out the draft for 30-day review in September.
- B. Appoint a special representative to work with PPD on the painting project Board agreed that no representative was needed.
- C. <u>Pet Registration Deposit Fee</u>— After Board discussion, the board agreed to request the LW Finance department create an account to receive pet registration fee payments.

Resolution#18, 7/25/18

D. McFall & Berry Proposal# T18282-GZ & T18283-GZ – After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the McFall & Berry Landscape Proposal#T18282-GZ (Dated 6/25/18) & payment in the amount of \$2,870.00 to elevate & prune tree in rear of bldg.# 93 (15201 Elkridge Way) along N. LW Blvd. Take down & remove Cherry tree & stump on front left side of bldg.# 93 (15201 Elkridge Way) at no charge. Take down & remove Black Pine & Maple trees in rear of Bldg.#92 (15301 Beaverbrook Ct.) and flush cut stumps. Take down, remove tree & stump on left side of bldg.# 92 (15301 Beaverbrook Ct.). Prune River Birch limbs off roof at right side of bldg.# 91 (15210 Elkridge Way). Remove leaning limb on River Birch tree of right side by parking lot of Bldg.#91 (15210 Elkridge Way). Take Down & remove Bradford Pear tree & stump at right side of bldg.# 91 (15210 Elkridge Way) hanging over the parking lot.

Mutual 19B Board of Directors approved the McFall & Berry Landscape Proposal #T18283-GZ (Dated 6/25/18) & payment in the amount of \$13,000.00 to take down 24 dead, declining & damaged trees and stumps in rear of bldg.#89 (15310 Beaverbrook Ct.). Backfill holes with soil then seed. Remove all debris from the site.

Resolution #19, 7/25/18

E. <u>M19B Bylaws</u> – After Board discussion, all agreed to seek a proposal for professional help in the clarification and organization of the current bylaws.

Resolution#20,7/25/18

9. Unfinished Business -

- A. Picnic Grove- Still in progress.
- B. <u>Proposal for window cleaning proposals-</u> Roberta will contact E&R Services to obtain a proposal and report back to the board.
- C. M19B Paint Touch-Ups Status- Bldgs. 88,89 & 94 will be completed soon.
- D. PPD Updates- Work orders have been submitted and completed.
- E. <u>Residents/Rules Issues-</u> Dr. Dunn stated he will seek help from the lawyer on correcting certain situations the Mutual is dealing with, so that resident follow the rules.
- F. M19B Community Signage; Beaverbrook Ct. & Elkridge Way-Mr. Gervais will seek a price quote from a contracting company to install the signage.
- 10. Leisure World Board of Directors and Advisory Committee Reports -
 - A. Community Planning, Security & Transportation Mr. Damsky stated that the proposal to have three automatic gates installed in LW was not included in the budget, committee was concerned why it was not included.
 - B. Restaurant Ms. Mastrorocco reported: (1) Proposed operational budget will go to the LW Board in August. (2) The cost per resident per month is \$.70, a decrease from \$.86. (3) The cost of the outside refrigerator is around \$18,000 to \$19,000, a decrease from \$25,000. (4) Recent health inspection went well. (5) Banquet business is slow because of the summer. (6) Daily business is very good, and reservations are required for the Clubhouse Grille. (7) A new pastry chef was hired, and all deserts are now made in house for the Grille and spreading to the Terrace and Stein Rooms. (8) The restaurants are looking into getting fresh meats, vegetables and fruit. They are also looking for more wait staff. (9) Plans to open the Grille for lunch in the next couple of weeks after getting qualified servers. (10) Catering costs will go up in the future. (11) Changes have been made to the prices in the Terrace and Stein Rooms. (12) By August 19th and 20th, computers and tablets will be installed, and servers will enter the orders directly at the tables. (13) The committee requested a gluten free menu and food items. All meats and fish are gluten free. The sauces contain gluten and can be removed from food before cooking.
 - C. Education & Recreation No report at this time.
 - D. Physical Properties Department No report at this time.
 - E. Health Mr. Lederman reported for Mrs. Lederman: (1) There are 2 new retired nurses manning the Tuesday morning blood pressure service. (2) Members of the Health Advisory Committee are working with administrator at LW Medstar to provide more psychiatry hours that are part of the 5-year contract. Currently there is a shortage of direct service hours due to 2 psychiatrists departing. Consideration is being given to tentatively using psychiatric RN's and or psychologists who can consult with psychiatrists for medication renewals. (3) Kamran Hassan, Director of LW Medical Center resigned effectively mid July 2018. His position is temporarily being filled by Kellia Giambrone, Administrative resident. (4) The high-rise buildings are in the

process of considering installing carbon monoxide detectors with residents understanding that this will come out of their reserve budgets. (5) The Social work department continues to get additional referrals each month. Recently they attended a training session on "The Role of Medical Ethics in the Car of and Older Adult Population" (6) "Stepping On", a free Montgomery County program of fall prevention and safety awareness is coming to LW- for 7weeks on Tuesdays, 10am-12pm (Sept. 25-Nov. 6) articles in LW newspaper to follow.

- F. Tennis/Pickleball No report at this time.
- G. Landscape- Mrs. Gervais stated there will be no meeting in August.
- 11. <u>Building Representatives</u> Reports were presented from the Building Representatives present at the meeting.
- 12. Adjournment The meeting adjourned at 4:22 p.m.

Next Regular Meeting – August 29, 2018, Sullivan Room, 1:00 p.m.

Rita Mastrorocco, Secretary

Mutual	19B N	1onthly	Treasurer	's	Report
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	Mutual 19E	Monthly Tre	asurer's Rep	ort			
Balance Forward	7/1/2018	\$168,043					
Total Receipts	July	\$115,260					
Total Disbursements	July	-\$113.904					
Cash Balance	7/31/2018	\$169,399					
Net Operating Expenses	YTD 7/31/18	-\$14,574	Over Budget			-	
	July 2018	-\$6,822	Over Budget				
Replacement Reserve	7/31/2018	\$1,637,488					
Maintenance Reserve	7/31/2018	\$150,849					
Insurance Deductible Reserve		\$24,689					
Cash Balance							
Total		\$168,776 \$1,981,802	1				
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Delinquent Report - Aug. 20, 2018	5 accounts ha	ve late monthly a	ssessments inc	urring late c	harges but are	e less than 30 days	old
	7	a late charge wh	ich is 30 days d	lelinquent			
		ent column is 0		,			
	90 day delingu	ent column is ar	insurance clair	n of \$344.93	from 7/31/17		
		- (1				

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B Mutual Revenue And Expense Statement 07/31/2018

3701 Rossmoor Blvd. Silver Spring MD 20906

VARIANCE	6,442 240 56,784 (6,447)	57,019	(3) 350 0 96 0 0 (597)	(154)	(7,044) (3) (1,961) (1,330) 1,321 (259) (1,174) (128) 2,915 909	(6,754)	(6,096) (5,492) (85) (6,265) 4,243
YTD BUDGET	764,449 8,898 0 0 0 (162,318 <u>)</u>	611,029	610 4,500 30,688 1,995 6,300	44,093	17,456 10,808 1,165 0 2,040 2,335 585 2,35 2,915 11,665 11,665	50,436	20,460 (5,492) 108,500 (6,265) 57,652
YTD ACTUAL	764,449 15,340 240 56,784 (168,765)	668,048	613 4,150 30,688 1,900 6,300	44,247	24,500 10,811 3,126 1,330 719 1,759 10,756 1,232	57,190	26,556 0 108,585 0 53,409 188,549
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VARIANCE	1,199 105 1,204 (1,198)	1,310	-00400	14	(1,007) 0 (1,359) (1,330) 189 333 (1,169) 33 417 (7,214)	(11,107)	6 (620) 343 (707) 4,832
MONTHLY BUDGET	109,207 1,272 0 0 (23,188)	87,291	88 0 4,384 285 900	5,657	2,493 1,544 167 0 292 333 83 417 1,667	7,205	2,310 (620) 12,250 (707) 12,435
CURRENT PERIOD ACTUAL	109,207 2,471 105 1,204 (24,386)	88,601	88 0 4,384 272 900	5,643	3,500 1,544 1,526 1,330 1,23 1,252 0 8,881	18,312	2,304 0 11,908 7,603

M19B-COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
07/31/2018

3701 Rossmoor Blvd. Silver Spring MD 20906

OTHER EXPENSES 300	CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE			YTD ACTUAL	BUDGET	VARIANCE	1
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38,905 (8,486) TOTAL OPERATING EXPENSES 6,701 (86) 7100 10 Administration 2,608 (64) 7100 20 Education & Recreation 2,186 34 7100 21 Club House II (130) (19) 7100 22 LW News 181 (5) 7100 25 Food Service (330) (107) 7100 25 Food Service (170) 7100 25 Food Service (170) 7100 40 PPD Management 1,451 0 7100 44 Grounds 1,655 (200) 7100 43 Trash 6,760 6 7100 60 Transportation 1,069 104 7100 65 Security 569 12 7100 70 Street Lights 895 4 7100 81 Pro Shop	1,204	0	(1,204)			56,784	0	(56,784)	
38,905 (8,486) TOTAL OPERATING EXPENSES 6,701 (86) 7100 10 Administration 2,608 (64) 7100 20 Education & Recreation 2,186 34 7100 22 LW News (130) (19) 7100 22 LW News (131) (107) 7100 20 Medical Center (132) (107) 7100 30 Medical Center (1330) (107) 7100 40 PPD Management (1,451 0 7100 49 PPD Management (200) 7100 43 Trash (5,760 6 7100 60 Transportation (1,069 104 7100 65 Security (1,069 12 7100 70 Street Lights (269 12 7100 81 Pro Shop						17.0	000 020	(75 470)	
COMMUNITY FACILITIES 6,701 (86) 7100 10 Administration 2,608 (64) 7100 20 Education & Recreation 2,186 34 7100 21 Club House II (130) (19) 7100 22 LW News 181 (5) 7100 25 Food Service (330) (107) 7100 25 Food Service 1,70 170 7100 40 PPD Management 1,451 0 7100 41 Grounds 1,655 (200) 7100 43 Trash 6,760 6 7100 65 Security 1,069 104 7100 65 Security 2,693 109 7100 65 Security 5,699 4 7100 80 Golf Course 187 1 7100 81 Pro Shop	47,391	38,905	(8,486)			347,488	2/2,009	(12,479)	•
6,701 (86) 7100 10 Administration 2,608 (64) 7100 20 Education & Recreation 2,186 34 7100 21 Club House II (130) (19) 7100 22 LW News 181 (5) 7100 25 Food Service (130) (107) 7100 30 Medical Center 170 170 7100 40 PPD Management 1,451 0 7100 41 Grounds 1,655 (200) 7100 43 Trash 6,760 6 7100 58 TV 1,069 104 7100 65 Security 4,933 109 7100 65 Security 569 4 7100 80 Golf Course 187 1 7100 81 Pro Shop					COMMUNITY FACILITIES		000	(100)	
2,608 (64) 7100 20 Education & Recreation 2,186 34 7100 21 Club House II (130) (19) 7100 22 LW News 181 (5) 7100 25 Food Service (330) (107) 7100 30 Medical Center 170 170 7100 40 PPD Management 1,451 0 7100 41 Grounds 1,655 (200) 7100 43 Trash 6,760 6 7100 58 TV 1,069 104 7100 65 Security 4,933 109 7100 65 Security 569 12 7100 70 Street Lights 895 4 7100 81 Pro Shop	6,787	6,701	(88)	7100	10 Administration	47,292	46,907	(383)	
2,186 34 7100 21 Club House II (130) (19) 7100 22 LW News 181 (5) 7100 22 LW News 181 (5) 7100 25 Food Service (330) (107) 7100 30 Medical Center 170 7100 40 PPD Management 1,451 0 7100 41 Grounds 1,655 (200) 7100 43 Trash 6,760 6 7100 58 TV 1,069 104 7100 60 Transportation 4,933 109 7100 65 Security 569 12 7100 70 Street Lights 895 4 7100 81 Pro Shop	2,672	2,608	(64)	7100	20 Education & Recreation	17,924	18,238	400	
(130) (19) 7100 22 LW News 181 (5) 7100 25 Food Service (330) (107) 7100 30 Medical Center 170 170 7100 40 PPD Management 1,451 0 7100 41 Grounds 1,655 (200) 7100 43 Trash 6,760 6 7100 58 TV 1,069 104 7100 65 Security 4,933 109 7100 65 Security 569 12 7100 70 Street Lights 895 4 7100 81 Pro Shop	2,152	2,186	34	7100	21 Club House II	14,4/3	15,303	830	
181 (5) 7100 25 Food Service (330) (107) 7100 30 Medical Center 170 170 40 PPD Management 1,451 0 7100 41 Grounds 1,655 (200) 7100 43 Trash 6,760 6 7100 58 TV 1,069 104 7100 65 Security 4,933 109 7100 65 Security 569 12 7100 70 Street Lights 895 4 7100 81 Pro Shop	(111)	(130)	(19)	7100	22 LW News	(6//)	(317)	(133)	
(330) (107) 7100 30 Medical Center 170 170 40 PPD Management 1,451 0 7100 41 Grounds 1,655 (200) 7100 43 Trash 6,760 6 7100 58 TV 1,069 104 7100 60 Transportation 4,933 109 7100 65 Security 569 12 7100 70 Street Lights 895 4 7100 80 Golf Course 187 1 7100 81 Pro Shop	186	181	(2)	7100	25 Food Service	867'I	707,1	(15)	
170 170 7100 40 PPD Management 1,451 0 7100 41 Grounds 1,655 (200) 7100 43 Trash 6,760 6 7100 58 TV 1,069 104 7100 60 Transportation 4,933 109 7100 65 Security 569 12 7100 70 Street Lights 895 4 7100 81 Pro Shop	(223)	(330)	(107)	7100	30 Medical Center	(1,/0/)	(2,300)	(393)	
1,451 0 7100 41 Grounds 1,655 (200) 7100 43 Trash 6,760 6 7100 58 TV 1,069 104 7100 60 Transportation 4,933 109 7100 65 Security 569 12 7100 70 Street Lights 895 4 7100 80 Golf Course 187 1 7100 81 Pro Shop	0	170	170	7100	40 PPD Management	5/5,1	- 61, 61	(182)	
1,655 (200) 7100 43 Trash 6,760 6 7100 58 TV 1,069 104 7100 60 Transportation 4,933 109 7100 65 Security 569 12 7100 70 Street Lights 895 4 7100 80 Golf Course	1,451	1,451	0	7100	41 Grounds	10,158	10,158	0 (100)	
6,700 1,069 1,069 109 7100 65 Security 569 12 7100 895 4 7100 80 Golf Course 187 1 7100 81 Pro Shop	1,855	1,655	(200)	7100	43 Irash 50 TV	47 203	47.319	116	
1,009 1,009 109 7100 65 Security 569 12 7100 70 Street Lights 895 4 7100 80 Golf Course 187 1 7100 81 Pro Shop	6,754	0,760	0 7	100	50 I V	926.9	7.482	206	
569 12 7100 70 Street Lights 895 4 7100 80 Golf Course 187 1 7100 81 Pro Shop	905 4 824	1,009	109	7100	65 Security	34,140	34,530	390	
895 4 7100 80 Golf Course 187 1 7100 81 Pro Shop	4,024 557	569	12	7100	70 Street Lights	3,822	3,984	162	
187 1 7100 81 Pro Shop	891	895	4	7100	80 Golf Course	6,012	6,260	248	
	186	187	-	7100		1,521	1,308	(213)	

M19B.COUNCIL OF UNIT OWNERS MUTUAL #19B Mutual Revenue And Expense Statement 07/31/2018

3701 Rossmoor Blvd. Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE			YTD ACTUAL	YTD BUDGET	VARIANCE
37	111	74	7100	85 Comm Call System	482	781	299
185	185	0	7100	90 Snow Reserve	1,293	1,293	0
4.683	4,683	0	7100	92 Prop Maint Rsv	32,781	32,781	0
92	92	0	7100	93 Contg Rsv	649	649	0
1.283	1,283	0	7100	95 Repl Rsv	8,982	8,982	0
0	546	546	7100	98 Salary Adjustment	0	3,822	3,822
35,225	35,805	580		TOTAL COMMUNITY FACILITIES	245,880	250,635	4,755
				MUTUAL OPERATING			
4,830	4,550	(280)	2600	10 Administration	33,657	31,855	(1,802)
4,478	4,478	0	2000	41 Grounds	31,346	31,341	(5)
297	332	35	2600	44 Community Services	2,152	2,322	0,1
3,430	3,430	0	2000	50 Janitorial	24,010	24,009	(1)
260	. 63	(197)	2600	52 After Hours	1,187	441	(746)
0	216	216	2009	100 Salary Adjustment	0	1,516	1,516
13.295	13.069	(226)		TOTAL MUTUAL OPERATING	92,353	91,484	(698)
		•					
95,911	87,779	(8,132)		TOTAL EXPENSES	685,721	614,128	(71,593)
(7,310)	(488)	(6,822)		INCOME/DEFICIT	(17,673)	(3,099)	(14,574)

Regular Meeting- Board of Directors Mutual 19B- Condominium of Rossmoor, Inc.

August 29, 2018

INVOICES FOR APPROVAL

1)	O'Connell & Lawrence, Inc., Invoice#31120 (Dated 08/15/18 \$ 38,945.43 (Attachment# 1-4)
2)	LW PPD, Invoice#137892 (Dated 06/7/18) \$ 83.18 (Attachment# 5)
3)	Dynalectric Company, Invoice# 24699 (Dated 07/20/18)
4)	LW PPD, Invoice# 16494 (Dated 08/13/18) \$ 3,983.46 (Attachment# 9) Building#91- 15210 Elkridge Way; Touch Up Painting.
5)	LW PPD, Invoice#16494 (Dated 08/10/18) \$3,656.58 (Attachment# 17) Bldg.#90-15311 Beaverbrook Ct touch Up Painting.
6)	Dormakaba USA Inc.; Invoice#454297 (Dated 07/03/18) \$2,275.00 (Attachment# 23) Annual Maintenance Billing
	INSURANCE CLAIM FOR APPROVAL
7)	Leisure World, Invoice# 4863 (Dated 07/30/18) \$ 4,194.19 (Attachment# 49-60) Insurance Claim, Bldg. #88-2J, (Date of Occurrence 04/18/18) Resident in 2J clogged the toilet and was stuck on the toilet as water overflowed. Water Went into the unit below.
	Leisure World, Invoice# 4863 (Dated 07/30/18) \$ 4,194.19 (Attachment# 49-60) Insurance Claim, Bldg. #88-2J, (Date of Occurrence 04/18/18) Resident in 2J clogged the toilet and was stuck on the toilet as water overflowed. Water
	Leisure World, Invoice# 4863 (Dated 07/30/18) \$ 4,194.19 (Attachment# 49-60) Insurance Claim, Bldg. #88-2J, (Date of Occurrence 04/18/18) Resident in 2J clogged the toilet and was stuck on the toilet as water overflowed. Water Went into the unit below. Leisure World, Invoice#4958 (Dated 7/25/18) \$ 1,227.62 (Attachment# 61-68) Insurance Claim, Bldg. #90-3J, (Date of Occurrence 07/06/18) Unit 3D cleaning under kitchen sink. Water caused ceiling damage in Unit 2D. unit 1D



GENERAL MANAGER'S REPORT

August 10, 2018

COMMUNITY TOPICS

1. Finances –

For the period ending July 31, 2018 net operating expenses are approximately \$11,900 over budget.

Year-to date net operating expenses are \$2,200 under budget.

In the month of July, there were 52 property transfers which contributed \$209,700 in transfer fees.

2. Community-wide Survey: Internet/Broadband Services—

Management is currently reviewing resident responses to the survey concerning internet/broadband service utilization. Approximately 1,500-1,600 responses were received. Survey results will be released the week of 8/13/2018.

3. <u>2019 Budget</u>—

The Budget & Finance Advisory Committee will review the draft budget at their August 15th meeting and provide a recommendation to the Leisure World Board of Directors for their approval at the regularly scheduled August meeting. The budget is available for review in Clubhouse I, Clubhouse II, and the Administration Building. Access to review the 2019 Community Budget on the website is very quick and easy! Visit residents.lwmc.com and there is an alert on the top left of the screen that says Login and Click Here to View the 2019 Community Budget. Once you click the link and log in, the budget document will display on the screen.

4. Medical Center Roof & Sprinkler Work—

Roof & sprinkler pipe work at the Medical Center has been delayed due to inclement weather. Work will be performed on nights and weekends, weather permitting. Work will not impact use of the facility.

5. <u>Upcoming Office Closure:</u>

The Administrative Offices will be closed on Monday, September 3rd in observance of the Labor Day holiday.

6. Management & Operating Agreements:

The 2019 Management & Operating Agreements will be released to individual mutual in September.

7. Recruitment—

Scott Wagner, Director of Golf, has announced his retirement on August 31st after 35 years' service to the Leisure World Community. We wish him the best of luck in his retirement and thank him for his service to the community.

New Hires:

Savannah Alas-Roque – Security Guard, (S&T) Edwin Climaco – HVAC Technician, (PPD) Adrian Morgan – Assistant Resales Administrator, (Admin) Jalynn Murphy – Security Guard, (S&T) Ching Siu – Accounts Receivable Clerk, (PPD)

Departures:

Delondre Sawyer – HVAC Technician, (PPD) Susan Diehl – Postal Clerk, (Admin) David Eller – Golf Course Technician II, (Golf)

Open Positions:

Golf Course Superintendent – (Golf)
HVAC Service Technician - (PPD)
Service Plumber – (PPD)
Security Guard – (S&T)
Shuttle Bus Driver - (S&T)
Supplemental Transportation Driver – (S&T)